

Procedure and Requirements of Evaluation of the Qualification of the Academic Staff and Research Fellows in the IT EELC

Ensuring the qualification and appraisal of the teaching staff and research fellows

1 General provisions

1.1 This document is to regulate the two combinatory fields of activities: the assessment of the qualifications of the teaching and research staff and appraisal of the teaching staff and research staff.

1.2 This document is composed based on the Statutes of the IT EELC (§ 16), Regulations for Elections of the Academic Staff of the Institute of Theology of the EELC, and the Job Description of the Academic Staff of the Institute of Theology of the EELC.

2. Procedure and requirements of evaluation of the qualification of the teaching staff and research fellows

2.1 Procedure and requirements of evaluation of the qualification of the teaching staff and research fellows (Statutes of the IT EELC §16) is also a quality assurance procedure of the academic staff of the Institute.

2.2 The evaluation of qualification of the teaching staff and research fellows of the Institute of Theology of the EELC is based on Regulations of Elections of the Academic Staff, which defines the requirements for the candidates (point 2), the documents submitted by them (point 3) and the method of assessment of candidates (point 4).

2.3 The assessment body for the evaluation of qualification of the teaching staff and research fellows is Academic Council of the IT EELC (Statutes of the IT EELC § 34), which, in case of need, can be completed with a professional from outside the IT EELC by the Rector's decision.

3 Procedure and requirements of appraisal of the teaching staff and research fellows

3.1 Appraisal means periodic evaluation of the teaching staff and research fellows by their performance and compliance to the job requirements.

3.2 The objectives of the appraisal are:

(1) to determine the suitability of the employee to the given post;

(2) to support one's the professional development by finding out one's training needs and helping to acquire them.

3.3 There are two documents which form the basis and criteria of the evaluation of the employee's suitability to the given post: (1) Regulations of the Elections of the Academic Staff of the Institute of the Theology of the EELC;
(2) Job Descriptions of the Academic Staff of the Institute of the Theology of the EELC.

3.4. The body for appraisal of the teaching staff and research fellows is the Academic Council of the IT EELC presided by the Rector. The Rector shall appoint a three member appraisal committee, and, if necessary, can complement it by experts from outside the IT EELC. In case of appraisal of a professor it is obligatory to involve an expert from outside the IT EELC.

3.5. An appraisal is usually performed a year before the contract ends between the ordinary member of the teaching staff / research fellow and the Institute.

3.6. Ordinary members of the teaching staff and research fellows submit their annual reports about their performance to the Dean. The summarised reports are included into the activity report of the IT EELC and submitted to the manager of the Institute, the EELC Consistory.

3.7. Before the appraisal takes place, the members of the teaching staff and research fellows submit to the Academic Council (resp. Committee) a written detailed overview of the educational activities and research and development activities (preferably in the form of ETIS) about the period after having been elected or the period that follows the previous appraisal.

3.8. Academic Council (resp. Committee) shall evaluate the work effectuated by the member of the teaching staff or research fellow under appraisal and decides that:
* the member of the teaching staff / research fellow and their performance are compatible with the job requirements;
* the member of the teaching staff / research fellow and their performance are not compatible with the job requirements.

3.9. Academic Council (resp. Committee) provides the positively evaluated member of the teaching staff / research fellow in the appraisal decision with recommendations for the next working period.

3.10. Positive evaluation is the basis for concluding a new contract with the employee in accordance with the length of the term of office.

3.11. If the Academic Council (resp. Committee) finds that the member of the teaching staff or research fellow under appraisal does not meet the job requirements, the rector may take one of the following decisions:

- * following the recommendations of the Academic Council, which are written down in decision based on the appraisal, make term prescriptions to eliminate the shortcomings;
- * not to conclude a new contract for the following term of office.

3.12. The member of the teaching staff / research fellow under appraisal has the right to contest the decision within 14 days from the date of being announced the decision by submitting a request to the Rector. The Rector submits the request to the Academic Council within 14 days. The Council will present its assessment to the Rector within 14 days.

3.13. Professional development of the teaching staff and research fellows and their research is fostered by the central funds of the Institute and the IT EELC Support Fund via research grants and allowing teaching free periods necessary for independent self-development.

Ove Sander
Rector